

San Juan County 4-H Leaders' Council Meeting Minutes
October 9, 2010 Shaw Island

People in Attendance:

Officers: Jan Sanburg (president)-Shaw, Terri Brown (vice president)-SJ, Flo McAlary (treasurer)-SJ, Cathy Cole (secretary)- SJ

Leaders: Delores Foss (Lopez), Moana Kutsche (Orcas), Kathy Morris (Orcas), Gigi Allaway (Shaw), Jen Black (Shaw), Carl Miller (Shaw)

Extension Staff: Cindy Gauthier

8:30 Meeting called to order by President, Jan Sanburg

Minutes from the July meeting were reviewed.

Motions made and carried to accept Minutes as written.

Treasurer's Report: Preliminary Annual Report and Summary reviewed. **Motion made and passed to move the Brick Fund money (non-endowed) to the current use fund for EAS. Motion made and passed to accept the Preliminary Annual Report as written.**

Committee reports:

Livestock Market Auction Committee: The treasurer's report from the LMAC is at the office for 09/10.
Action: Flo review the LMAC's treasurer's report before the next LC meeting and bring to LC to share.

Horse Committee: The committee is working on policy revisions. **Action:** The Horse Committee will have the new policy revision ready for the January LC meeting.

Trophy Committee: Good response at getting the trophies in before Fair. Missing the Intermediate Mechanical Sciences Trophy. May have to purchase. **Action:** Jan will talk with NWMT to see if they will support the purchase of another Mechanical Sciences Trophy if trophy cannot be found.

EAS Scholarship Committee: Cindy stated she needs more clarity on the EAS application forms. She presented a draft. **Action:** Cindy will present a new EAS Application form at the January meeting for approval after gathering input from the committee. Flo reported that we gave out 20 member scholarships and 5 leader scholarships this past year. Islander's Bank gave a \$2000 scholarship for the upcoming KYG conference. A discussion took place regarding better advertisement of Teen Event Opportunities. Cindy continues to send out teen event information to all leaders/teen families and suggested the State 4-H site as well. **Action:** Cindy will write a press release regarding KYG conference.

College Scholarship Committee: Geneva Mottet and Megan Brown both applied for and received scholarships this year. We received thank you notes from both recipients.

Old Business:

Endowment Plan: History of the LC researching endowments. Favoring the State 4-H Endowment Program. Flo explained the particulars of the program. She then offered a proposal which also included the establishment of an Endowment Committee (need two people for signatures) whose duties would include: regularly taking out 5% for the EAS and Keys Scholarship Funds, giving the LC an annual report of spending, fund-raising (especially alumni), receive guidelines from LC. The proposal also includes Establishing the Endowment by the following: funds from Keys CD (holding back \$1600 for 3 years of scholarships), the endowed CD form Brick Sales, money from SJCF (close account), combine State 4-H accounts (foundation acct and expendable acct).
Discussion: Endowment Advisory Committee to form with Flo (chairman), Terri, Jan, Cindy and Moana as

members. Terri will ask Cindi Mullis to join committee. Jan will approach Ron Woodard. Possibly a few other 4-H Alumni and friends will be interested to join. **Action: a policy for the Endowment Plan will be written by the new committee and presented at the January LC meeting.**

Motion was made and passed to accept the Flo's State 4-H Endowment proposal and sign the contract with the State.

****AND THE LC STOPPED FOR A MOMENT TO DO THE HAPPY DANCE****



A great lunch was enjoyed by all! Thank you Jen Black for your superior soup.

New Business (Brainstorming):

Recruiting New Leaders & Training and Leader Support: Use some part of United Way Grant for recruiting and training new leaders. Enforce training of new leaders as already mandated by the State. Encourage volunteers to sign up as leaders and do projects/workshops (need 6 hours of service to complete leadership requirements) rather than full project area leaders or club leaders. Discussed the Country Living Expo held in January as an approved EAS event for leaders and members. **Motion made and passed to add the Country Living Expo to the list of approved EAS events. Motion made and passed to add 4-H Judging schools to the list of approved EAS events.**

Developing a Better Teen Leader Program: Currently need a CTR (can be 7-8-9th grader). State Ambassadors (10-11-12th grades to follow). Need to do a better job of reaching teens on other islands. Get teens that went to events to go to other club meetings to recruit.

Improving 4-H Livestock Market Live Auction and 4-H Still Life Silent Auction: need overall outreach program to the community about the auctions at fair. Get info out to local commerce. Wine and dine 'em a little. Pass out 4-H seat pads. Possible BBQ at auction or after Fair for buyers. Promote proxy bids. Move Silent Auction closer to the Live Auction. Advertise Silent Auction over Fair loud speaker. Silent Auction kids need to make more invites.

Recommendation made by the LC: Since many more marketing ideas were shared about how to improve the Live and Silent Auctions, the LC decided to call a meeting for continued discussion regarding the 2011 Auctions to be held after the January 2011 LC Meeting. **Action: In response to the call for involvement from more livestock and still life leaders, Cindy will send out an email invitation to the January Meeting.*

Improving Round Robins: After an informative and lengthy phone conversation prior to our meeting, Cindy reported that Deb from Cenex (Skagit Farmers Supply) gave big compliments to SJC for our Round Robin Contests. Deb's recommendations or comments include; dairy cattle and beef cattle are shown differently, so both should be included (we already do this); all goats in large animal except possibly keep pygmy goats in small animal since they are not production animals; (Deb isn't a fan- but some counties are doing small, medium and large animal Round Robins due to disease prevention measures with sheep/goats and beef); 4-H members not recommended as judges unless they have been out of the program for 2 years (avoid any conflict of interest); Superintendents to approach former 4-H leaders/youth alumni to be judges and best to arrange for judges way before Fair; fairest way to judge is point system, give all divisions the same questions (prepared ahead of time) and judge not just on knowledge, but also on how they show; Deb likes our score sheet but there is leader opinion that 5 points is not a large enough range; results of contests are to be turned into 4-H office after event. **Action: Jan and Terri will develop a Round Robin Policy to present at the January meeting.**

Fund Raising: need more PR regarding 4-H fundraising, mail out Brick brochures to alumni and make recommendations for memorial bricks, sell knives at Christmas Bazaars and any other events, look at the cookbook idea again, need more outreach and PR in general.

Election of Officers: From Jan: We didn't know at this time last year if we would even have a 4-H program. Recognize that we have this opportunity to look toward the future and an obligation to create a future for 4-H in our community (Island County's bond failed by 75%, ours passed by that). Would like to see us really focus on initiating change to MAKE THE BEST BETTER.

Nominations were made and votes were cast. Congratulations to the 2010-2011 Leader's Council Officers:

President: Terri Brown

Vice President: Jan Sanburg

Secretary: Cathy Cole

Treasurer: Flo McAlary with Moana Kutsche as treasurer in training.

Motions Made and Passed:

1. **Motions made and carried to accept July Minutes as written.**
2. **Motion made and passed to move the Brick Fund money (non-endowed) to the current use fund for EAS.**
3. **Motion made and passed to accept the Preliminary Annual Report as written.**
4. **Motion was made and passed to accept the Flo's State 4-H Endowment proposal and sign the contract with the State.**
5. **Motion made and passed to add the Country Living Expo to the list of approved EAS events.**
6. **Motion made and passed to add 4-H Judging schools to the list of approved EAS events.**

Actions to be taken:

1. **Action: Flo to review the LMAC's treasurer's report before the next LC meeting.**
2. **Action: The Horse Committee will have the new policy revision ready for the January LC meeting.**
3. **Action: Jan will talk with NWMT to see if they will support the purchase of another Mechanical Sciences Trophy if needed.**
4. **Action: Cindy will present a new EAS Application form at the January meeting for approval.**
5. **Action: Cindy will write a press release regarding KYG conference.**
6. **Action: a policy for the Endowment Plan will be written by the new committee and presented at the January LC meeting.**
7. **Action: In response to the call for involvement from more livestock and still life leaders, Cindy will send out an email invitation to the January Meeting.**
8. **Action: Jan and Terri will develop a Round Robin Policy to present at the January meeting.**

Executive Meeting to Develop Budget: November 20th San Juan Island

Next LC Meeting: January 2010 on Orcas*

Meeting adjourned at 12:20 pm

Minutes Respectfully Submitted by Cathy Cole 10/19/10

San Juan County Scholarship Endowment

ESTABLISHMENT OF ENDOWED FUND

There is hereby established with the Washington State 4-H Foundation ("4-H Foundation") the **San Juan County Scholarship Endowment ("Fund")**.

BACKGROUND

You may choose to describe here what the background of the funding is. Not necessary if you prefer not to do so.

PROCEDURES

The 4-H Foundation shall establish a separate project and account number in the name of the Fund hereunder, which shall be known as the "**San Juan County Scholarship Endowment**". Any and all contributions designated for this Fund shall be credited to the aforesaid project number. All such contributions shall be administered in the manner set forth herein, and Fund distributions shall be made in accordance with the provisions specified in this document.

The governing board of the 4-H Foundation, or its designee, shall have full and plenary power and authority to take, hold, manage, invest and reinvest any principal hereunder, and any increase or accumulation to it, and any income from it, consistent with management policies of the 4-H Foundation, or its designee.

Flo: This paragraph may not apply, but we need this language included if your initial deposit is under \$10,000. Sounds like that's not the case, but I'm including in case the amount changes. Any and all gifts and contributions received for credit, together with the income generated by this Fund, shall be held until the Fund reaches the minimum amount required to establish a separate endowment account. At that time the income shall be disbursed for the uses and purposes stated herein. The donors agree that if the fund herein created does not reach the minimum amount (\$10,000.00) required to establish a separate endowment account within five years of initiation of the Fund, the Fund may be distributed, in part or full, consistent with the uses and purposes stated herein.

USES AND PURPOSES

The distributions from this fund shall be used to provide a scholarship to (feel free to insert any restrictions you'd like to place upon the account here) _____.

The uses and expenditures of this Fund shall be consistent with the policies and procedures of the Washington State 4-H Foundation. Distributions from this Fund shall be administered by the Washington State 4-H Foundation upon written request.

Any program or project supported hereunder shall be consistent with the tax-deductible status of gifts made to the 4-H Foundation.

DISTRIBUTIONS FROM THE FUND

Distributions from the Fund and investment and management fees shall be in accordance with the applicable investment policy and payment procedures of the 4-H Foundation. The policies of the 4-H Foundation are intended to maintain a perpetual fund, provide a stable source of support, and invest for total return and long-term growth.

In the event the fair market value of the Fund falls below the gifted amount, Donor hereby prohibits the use of principal of the Fund for purposes of meeting the applicable spending rate, until the Fund reaches the original gifted amount plus any additional contributions.

CHANGE OF CONDITIONS

If, at some future date, circumstances within the 4-H Foundation should change so that the uses and purposes for which the Fund has been established are no longer existent, are in conflict with administrative or academic policies of the 4-H Foundation, or if the 4-H Foundation is unable to meet the intent of the donor(s), then this Agreement may be revised by the 4-H Foundation so that Fund distributions and principal may then be used in a manner which is in the best interests of the 4-H Foundation, bearing in mind the wishes of the donor(s) set forth herein. In this unlikely event, every effort shall be made by the 4-H Foundation to consult with the donor(s) prior to any change in fund disbursement.

In accordance with the 4-H Foundation's Articles of Incorporation, if the 4-H Foundation should be dissolved, its governing board shall transfer the property and assets of the 4-H Foundation to a successor organization which also qualifies as a tax-exempt organization under Section 501©(3) of the Internal Revenue Code and exists for the sole and exclusive benefit of Washington State University. If no such successor organization exists, then the property and assets of the 4-H Foundation will be transferred to Washington State University.

PRIVACY STATEMENT

The donor(s) intend(s) that all information related to their gifts NOT be publicly disclosed except as provided for in the 4-H Foundation Privacy Policy.

ENTIRE AGREEMENT

There are no verbal agreements or understandings that modify this Agreement. This Agreement constitutes the full understanding between the donor(s) and the 4-H Foundation. This Agreement cannot be amended unless it is in writing.

_____, dated this ____ day of October, 2010.
Florence McAlary, San Juan County Leaders' Council Treasurer

_____, dated this ____ day of October, 2010.
San Juan County Leaders' Council President

_____ dated this ____ day of October, 2010.
Gayle Ashworth, Assistant Treasurer, WA St 4-H Fdn.

EDUCATIONAL SCHOLARSHIP ENDOWMENT PROPOSAL

A) Establish *ES Endowment Committee* or *Board* to oversee *Endowment* and *Expendable* accounts and disburse funds.

Members: LC President, LC Treasurer, 4-H Coordinator, 3 appointed members with up to 10 years tenure.

Account Signatures: LC Treasurer, 4-H Coordinator.

Report: receives annual report of funds disbursed from LC Treasurer and reports to LC on account balances and expenditures.

Fund raise for *Endowment*.

Guidelines: LC provides policy guidelines for *ES Endowment* and *ES Expendable* accounts.

B) Establish *ES Endowment Account*:

Funds Available for Deposit:

1) Keys**	\$1,412.71	\$21,150.48	(\$1,650.00) =	\$20,913.19
2) Endowed	\$1,990.38			\$1,990.38
3) SJCommunity Foundation	\$807.34			\$807.34
4) SJC WA 4-H Foundation Account***				\$450.00
			Total:	\$24,160.91
			4-H State Foundation charge:	\$0.00
			Deposit	\$24,160.91
			Anticipated initial annual income @ 5%.*	\$1,208.05
			Foundation Fee 1%: (4-H Foundation takes 1% after 5% is awarded for quarterly deposits)	\$241.61

Interest above 6% remains in the *ES Endowment* : (Lets say 10% was actual interest for **\$966.44**

C) *ES Expendable Account* funds (5% income) disbursed annually as follows:

- 1) \$500 to the Keys College Scholarship fund.
- 2) Remainder up to \$3000 to the EAS award fund for current scholarships.
- 3) Above \$3000 remainder, committee would recommend to LC to re-deposit funds to grow Endowment or add to current EAS award funds.
- 4) Current Balance is \$385***

**Keys deposit would be the Keys CD (\$21150.48) plus the current Keys Fund in the Designated category (\$1412.71) minus the Keys scholarship and trophy repair for three years (\$1599 + \$150).

*** The exact amount of this account needs to be determined with the Foundation.

SJC Educational Activity Scholarship Endowment Policy

BACKGROUND

The purpose of the San Juan County (SJC) Washington State 4-H Foundation Educational Scholarship Endowment is to provide a source of long term funding for San Juan County 4-H Educational Activity Scholarships (EAS). Scholarship recipients will include both 4-H members and 4-H leaders. Funds for the establishment of this endowment include a donation from the George Key family and contributions of individuals who directed their financial support for 4-H EAS. It is the responsibility of the San Juan County 4-H Leaders' Council (LC) to oversee and distribute these funds in accordance with the aforementioned purpose.

USES AND PURPOSES

Disbursements from this fund shall be used to provide Educational Activity Scholarships and awards to 4-H members and 4-H leaders selected by the San Juan County 4-H Leaders Council in accordance with their administrative policies and guidelines. The uses and expenditures of this Fund shall be consistent with the policies and procedures of the Washington State 4-H Foundation. Distributions from this Fund shall be administered by the Washington State 4-H Foundation upon written request.

Any program or project supported hereunder shall be consistent with the tax-deductible status of gifts made to the 4-H Foundation.

ADMINISTRATION

The SJC Scholarship Endowment Fund shall be administered by the Washington State 4-H Foundation and the SJC LC according to the provisions of the contract authorized by the SJC LC finalized on January 10, 2011 (copy attached) based on the most current *Financial Policy of the Washington State 4-H Foundation*.

The Treasurer of the LC is responsible for providing current reports on the balance of the endowment and distributions of endowment funds to LC. A report for this fund shall be included in the Treasurer's Annual Financial Report and Peer Review to the LC and Extension Office.

The President of the LC is responsible for making sure that that a current list of signers for the Endowment account is provided to the Washington State 4-H Endowment. The signers will be the President and Treasurer of the LC.

All checks deposited into the Endowment account shall be made payable to the San Juan County Educational Scholarship Endowment.

ENDOWMENT FUNDS

LC Treasurer shall oversee that all quarterly payments to the current use account associated with the EAS Endowment are transferred in a timely fashion to the LC checking account and credited as income to the “Dedicated Funds” category “EAS Awards”.

The priority for making EAS awards from quarterly endowment disbursements shall follow the relative order of amounts contributed initially to establishing the endowment as follows:

1. Keys College Scholarship
2. Pierre Franklin College Scholarship
3. Durhack Award for County Fair 4-H Overall High Point Award
4. Educational Scholarship Awards to LC approved 4-H events to 4-H (Current list of approved events attached).
5. Educational Scholarship Awards to LC approved 4-H events to 4-H Leaders (Current list of approved events attached).
6. Other????

The LC shall establish the amounts for different EAS Awards.

ENDOWMENT BOARD

A small deliberative assembly appointed and subordinate to SJC LC.

Operating Guidelines: (LC defines & approves operating guidelines (by-laws) for Board, which Board then approves; LC sets priorities)

Board Functions: Statement of duties & purpose (mission statement).

Board Membership: Statement of qualification and selection of members, number of members, and terms of duty.

Board Meetings: Statement of official meetings times & # for quorum.

Board Officers (Board Executive Committee): A Chairperson and a Secretary (elected or appointed by LC). At least one liaison between Board and LC Exec Comm. This might include Treasurer as well as Pres or VP (or both) of LC.

Board Member Responsibilities: Attend meetings; actively participate in planning and conducting specific programs, projects, and activities that promote the mission of the Board and 4-H goals and objectives. Serve as ambassadors for 4-H, become informed about 4-H; provide informed counsel on how fundraising goals and programs might best be implemented, and participate in implementing these strategies as appropriate. Provide financial support through personal gifts and identification and solicitation of prospective donors.

Board writes an Annual Board report: Account of doings for the year and recommendations for future.